



## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A REGISTERED FAMILY DAY CARE HOME**

**COMPLETE ALL OF THE FOLLOWING FORMS LISTED UNDER 1 THROUGH 4. RETURN REQUIRED FORMS TO THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT WITHIN THE NEXT 30 DAYS.**

**1. APPLICATION AND ANNUAL STATE FEE** as required by K.A.R. 28-4-422.

If you are no longer operating your RDCH, you must notify KDHE of your closure. Complete the information requested on the form, mark the closure information and the date you closed.

**CLEARLY PRINT OR TYPE.** Complete all additional information as requested.

You may designate the name of the business if using a name different from the registrant's name in the space provided. You do not need to amend your certificate if adding a business name and your own name has not changed.

**IF THE NAME OF THE DAY CARE HOME** applicant has changed (married, divorced), a request for a certificate amendment must be completed. Contact your local child care facility surveyor immediately.

**IF THE PHYSICAL ADDRESS OF THE FACILITY** is changed due to a move, complete this packet of information and check the box titled "New Application". Complete all of the information.

**STATE FEE.** A check or money order made payable to the Kansas Department of Health and Environment in the amount of \$5.00 or complete information on the application form for credit card payment must accompany the Application. The state fee is not refundable.

**LOCAL FEE.** KDHE contracts with local health departments or private contractors for local regulatory services. Local contractors may charge a local fee. Please contact your local child care facility surveyor to determine the amount of the local fee and submit that fee directly to the local contractor per their instructions.

**ORIENTATION.** If you currently have a Certificate of Registration, you do not need to complete this section. If you are applying for a new Certificate of Registration (not currently registered), please complete the date of your orientation. If you have not attended an orientation session, please contact the local child care facility surveyor.

**2. KBI/SRS SCREENING FORM** as required by K.A.R. 28-4-125.

**CLEARLY PRINT OR TYPE IN ALL INFORMATION REQUESTED FOR EACH PERSON USING BLACK INK.** All blanks need to be completed, however, the Social Security Number is Optional. If a section is not applicable, put NA in that space. Incomplete requests will be returned.

**CAREFULLY CHECK** the accuracy of the information you are submitting. All of the information requested helps to ensure the accuracy of the background screening process. **EVERY PERSON LIVING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY IS TO BE SCREENED EACH YEAR AT THE TIME OF ANNUAL RENEWAL, INCLUDING YOURSELF. Keep a copy** of the completed request form on file. Please see K.A.R. 28-4-125 for more information.

**3. FIRE SAFETY**

You must complete the Fire Life Safety Agreement. **COMPLETE ALL BLANK SPACES.** Post one copy of the fire life safety agreement with your certificate of registration. A new Fire/Life Safety agreement form is not required by the Kansas State Fire Marshal's Office as long as one is currently posted.

To obtain the General Rules or Forms, Fire Fact Links and Information, Instructions for Fire/Life Safety Agreement form, Life Safety Agreement Form and the Inspection Checklist Items, please follow these instructions.

**BY COMPUTER:**

1. The State Fire Marshal's internet address is [www.accesskansas.org/firemarshal](http://www.accesskansas.org/firemarshal).
2. On the left side of page under the **Divisions** heading; click on the **Fire Prevention link**.
3. Scroll down; In the center of the page click on **Home Child Care Requirements** (green) link.
4. All the information you may need is listed as you scroll down the page. To print Fire Facts, click on the Fire Fact Link.
5. To download or print packet and forms, follow the instructions in the light blue area at the top of the page.

**BY TELEPHONE/EMAIL:**

If you do not have access to a computer, please contact the Kansas State Fire Marshal's office at 785-296-3401 or email [eschetej@ksfm.state.ks.us](mailto:eschetej@ksfm.state.ks.us). Request that the instructions and forms for a Registered Family Day Care Provider be mailed to you.

**4. SAFETY EVALUATION FORM.**

You must complete the Safety Evaluation Form as required by K.S.A. 65-519. COMPLETE ALL BLANK SPACES. Incomplete forms will be returned to you and will delay the issuance of a Certificate of Registration.

**THE FOLLOWING ADDITIONAL INFORMATION IS PROVIDED FOR YOUR USE.**

**KDHE INSPECTION.**

K.S.A. 65-520 states that an on-site inspection of the Registered Family Day Care Home will be conducted after receiving a complaint.

**KDHE CHILD CARE FORMS.**

Current KDHE forms are enclosed for your use. Please make copies of these forms. Destroy all unused copies of out-of-date forms, if you have any. Additional copies of forms may also be obtained from the KDHE website at [www.kdhe.state.ks.us/kidsnet/](http://www.kdhe.state.ks.us/kidsnet/).

**REGULATORY QUESTIONS.**

**The local child care facility surveyor is your first and primary person of contact for questions about your day care home, child care regulations and laws.** Surveyors have a supply of Law and Regulation books. If you need to replace an old version or missing law or regulation book, contact your local surveyor for a replacement or download the regulations from the KDHE website at [www.kdhe.state.ks.us/kidsnet/](http://www.kdhe.state.ks.us/kidsnet/). Surveyors are also a good source of information about other local services including education opportunities that may be available to child care providers.

**OTHER INFORMATION:** Once you have received your Certificate of Registration, you may be eligible for services provided by other agencies.

**Child Care Payment for families receiving assistance with child care.**

For more information about contracting for child care payments for families receiving assistance with child care, please contact the local area Department of Social and Rehabilitation Services office. The local child care facility surveyor or child care resource and referral agency can provide you with the contact information for your area.

**Child and Adult Care Food Program.**

You may be eligible for partial reimbursement for providing nutritious food to the children in your care. Contact the food program sponsor serving your area. The local child care facility surveyor or child care resource and referral agency can provide you with the contact information for your area.

**Child Care Resource and Referral Agencies** are available to assist you with training and referral services. For more information, contact the local child care resource and referral agency or the Kansas Association of Child Care Resource and Referral Agencies at 1-877-678-2548.

***Good Beginnings Last a Lifetime!***